

# FORMER STUDENT (ALUMNI) TRANSCRIPT ORDER FORM

*Please allow at least 2 days for processing*

In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the **student's written authorization, signature and a copy of the student's identification card.**

## TRANSCRIPTS MAY BE ORDERED IN PERSON OR ONLINE

**Official** transcripts can be ordered for **\$3.00**. Official transcripts *cannot* be released directly to the student and/or student family.

**Unofficial** transcripts can be ordered for **\$3.00** and may be released directly to the student.

**This is not a fillable form. You must print out the form, fill it in and send to the Registrar, include a copy of your picture ID for verification purposes.**

### TO ORDER:

Fax, mail or email this form to:

Mail: Conroe High School  
ATTN: TRANSCRIPTS  
3200 W. Davis  
Conroe, TX 77304

FAX: 936.709.5840  
Email: [amflores@conroeisd.net](mailto:amflores@conroeisd.net) or  
[bserrano@conroeisd.net](mailto:bserrano@conroeisd.net)

**Money Order required with mailed request. Online payment required with faxed or emailed Request**

Transcripts will not be processed until form, ID and payment have been received.

### TO ORDER IN PERSON:

Pay Financial Clerk. She will then direct you to the office of the Registrar to obtain the transcript.

You must present your receipt and a photo ID when you order. The fee is payable by cash, check or debit/credit card

**Please complete the information requested below (include complete address):**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Name if different from above: \_\_\_\_\_

Phone No. \_\_\_\_\_ Last 4 digits of social security number: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ If Non Grad, last year in attendance: \_\_\_\_\_

\_\_\_\_ **Official (include school/college address)**      \_\_\_\_ **Unofficial (personal)**

Send to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_